



eBooks
on EBSCOhost®

User Guide

Updated: 8/29/11

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About eBooks on EBSCOhost

With EBSCO's extensive collection of eBook titles on EBSCOhost, users can search within a wide range of relevant eBooks using the powerful EBSCOhost search experience. With every search, relevant eBook titles will appear directly alongside databases and other digital content, exposing users to the full depth of the library's offerings. With hundreds of thousands of titles available across all major subject areas, libraries can build collections of frontlist titles from the world's leading publishers to complement any library collection need. Users can access the full text of eBooks from their computer, or can download titles to most popular portable devices.

System Requirements

In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 7.0, Firefox 3.0, and Safari 3.0 (for Macintosh). You must also have Adobe® Reader® installed to view the PDF Full Text files. We recommend Adobe Acrobat Reader version 8.2 or later. If you are using Visual Search, you must also install Adobe® Flash Player 8.0 or higher.

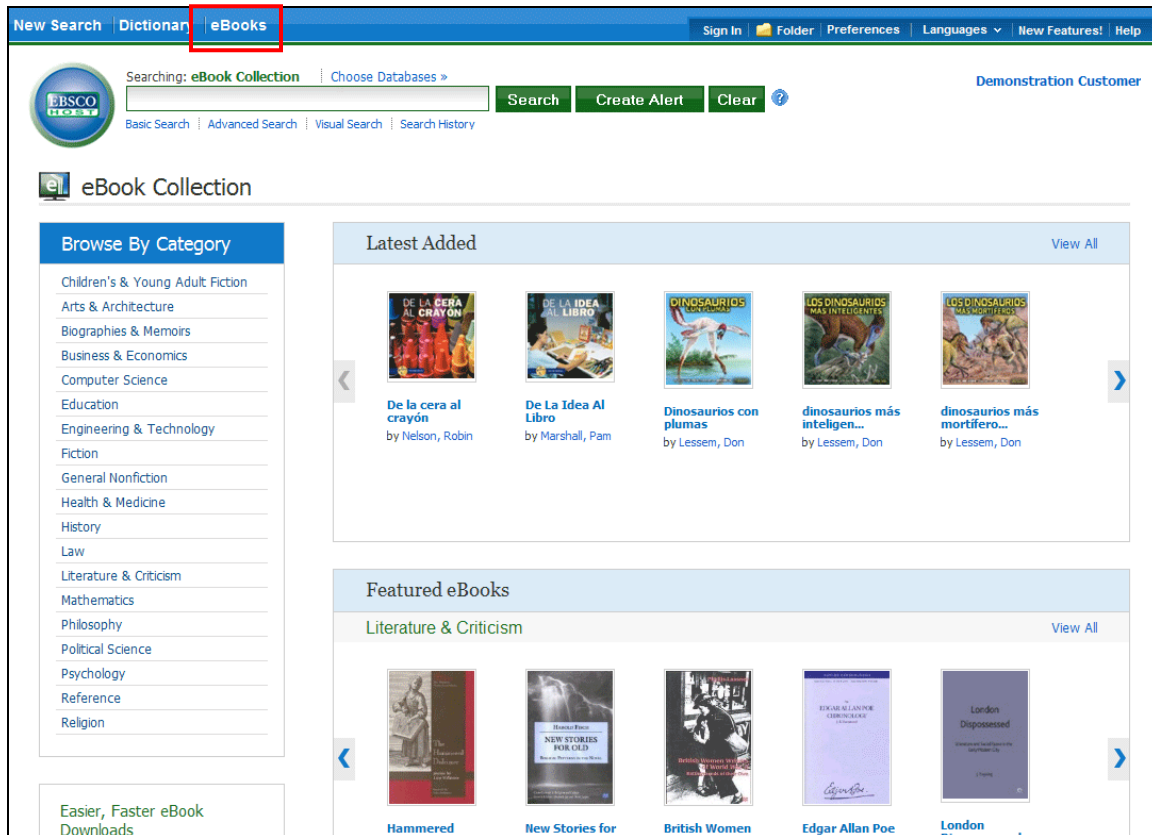
In order to download and read eBooks offline, Adobe Digital Editions (v 1.7.1 or higher) must be installed on your computer.

Inside this User Guide

This guide is designed to cover the basics of searching, downloading, and reading eBooks on the EBSCOhost platform.

Searching for eBooks

The default search screen for eBooks on EBSCOhost is basic search. The eBook Collection landing page displayed below is available by clicking the **eBooks** link in the top toolbar.



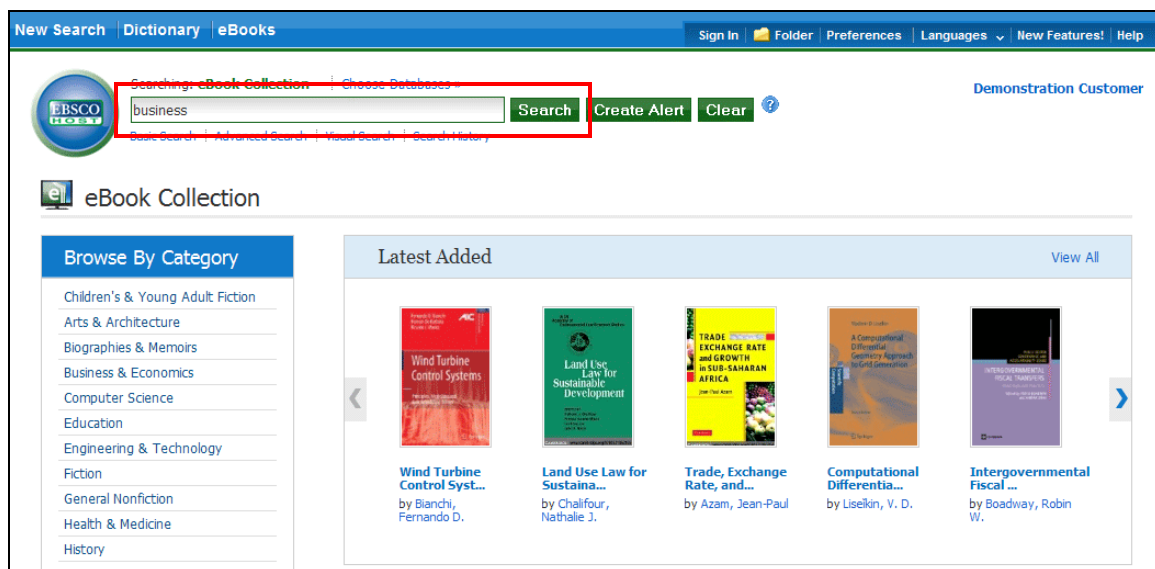
There are several ways to search for eBooks on EBSCOhost.

- Perform a keyword search of the eBooks database using the **Find** field.
- **Browse by Category** by selecting a category from the column on the left.
- View the **Latest Added** eBooks using the left and right arrows or click **View All** to view a result list of all latest added eBooks.
- View **Featured eBooks** using the left and right arrows or click **View All** to view a result list of all Featured eBooks.

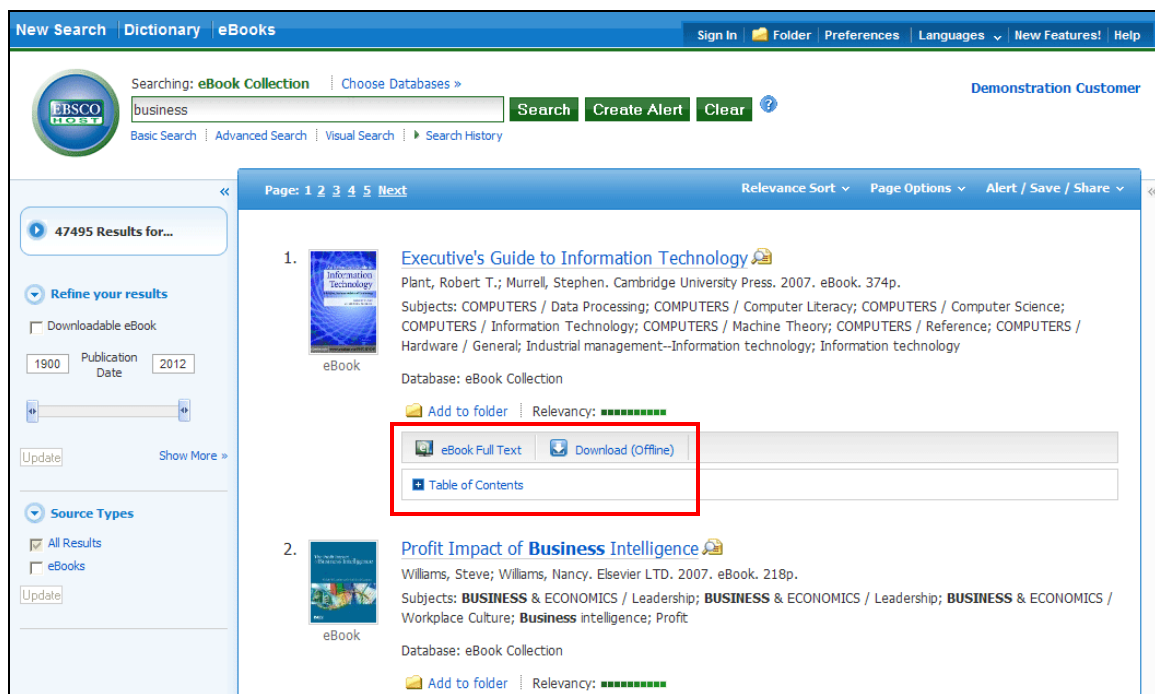
Note: If you are accessing eBooks on EBSCOhost in EBSCO Discovery Service, the eBook Collection landing page is not available.

To search for eBooks:

1. Enter your search terms in the **Find** field and click the **Search** button



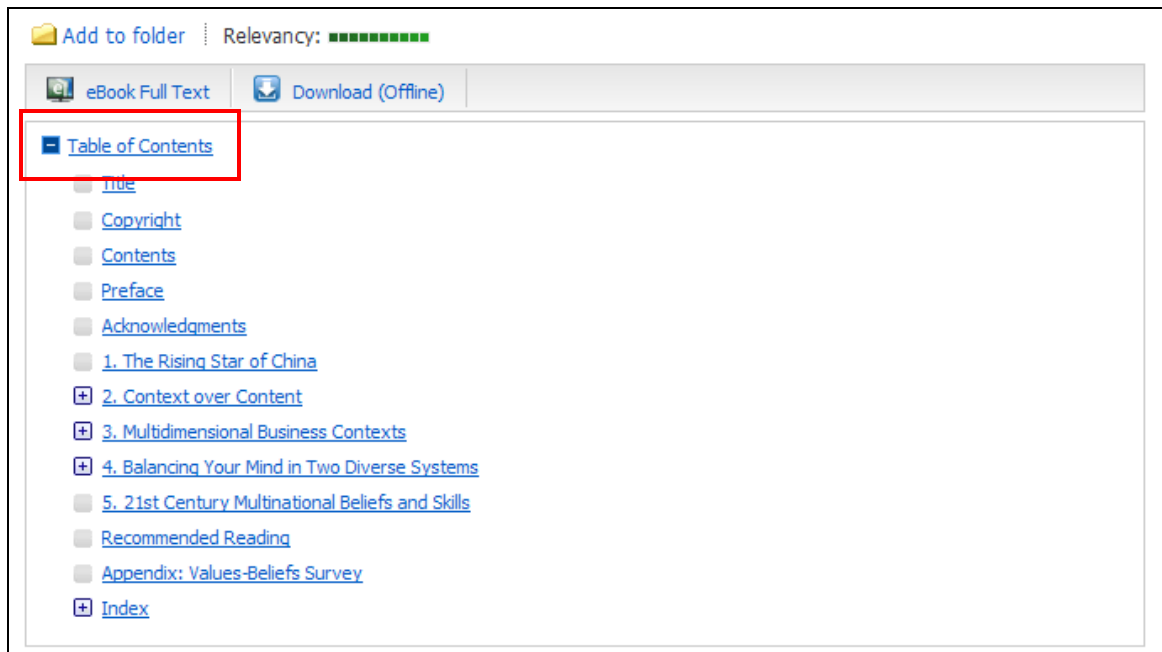
2. A Result List of eBooks related to your search terms is displayed.



3. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.
4. Click the **Download (Offline)** link to check out the book and read it on your computer using Adobe Digital Editions. (See **Downloading an eBook** below)

Note: Libraries that have eBook download capabilities enabled will see a **Download (Offline)** link.

5. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.



Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.

eBook Detailed Record

A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

The screenshot shows the 'Detailed Record' page for the eBook 'Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team'. The page is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

- Left Sidebar:** Contains links for 'Download This eBook (Offline)', 'eBook Full Text', and 'Find Similar Results using SmartText Searching'.
- Central Content Area:** Displays the book's title, authors (Parkinson, J. Robert; Grossman, Jack H.), publication information (McGraw-Hill Professional, 2010), language (English), publication type (eBook), and subject terms (BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Executive ability; Self-management (Psychology); Interpersonal relations; Employee motivation; Management). A small thumbnail of the book cover is also visible.
- Right Sidebar:** Labeled 'Tools', it includes links for 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', and 'Bookmark'.

At the bottom of the Detailed Record, you can view **Search Terms Within this eBook** and the **Table of Contents**. Both sections can be collapsed or expanded by clicking the plus (+) or minus (-) in the upper left corner of the section.

This screenshot shows the bottom portion of the eBook record, featuring two expandable sections:

- Search Terms Within this eBook:** This section is expanded, showing search results for the term 'business'. It includes two entries:
 - 3 The Staff MosaicWorking Together:** A paragraph discussing team dynamics in a global business context, with 7 keyword hits. A 'View Now' link is provided.
 - Y Gary Grossman:** A paragraph about Gary Grossman's role at Venn Strategy Group Inc. and his expertise in business performance management, with 4 keyword hits. A 'View Now' link is provided.
 - 13 Conducting Meaningful Performance Reviews:** A paragraph discussing production schedules and inventory management, with 3 keyword hits. A 'View Now' link is provided.
- Table of Contents:** This section is currently collapsed, indicated by a minus sign in its header.

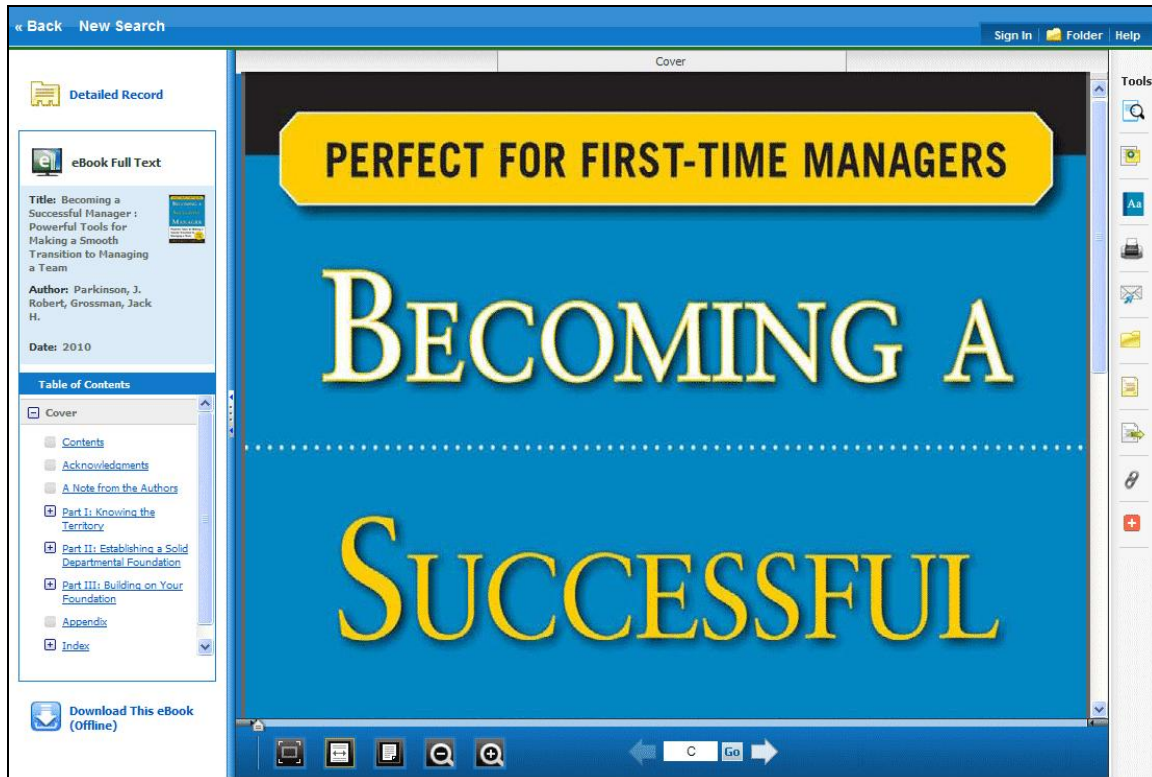
- **Search Terms Within this eBook:** Displays the most relevant sections of the eBook in which your search terms appear in the text.
- **Table of Contents:** Displays the Table of Contents for the eBook you are viewing. Clicking on a hyperlinked chapter opens the chapter in the eBook Viewer tool.

eBook Viewer




eBooks can be read online in the eBook Viewer by clicking the **eBook Full Text** link in the Result list or Detailed Record.

Note: If you are using a Mac, you will need to install a PDF Browser plug-in in order to use the eBook Viewer.

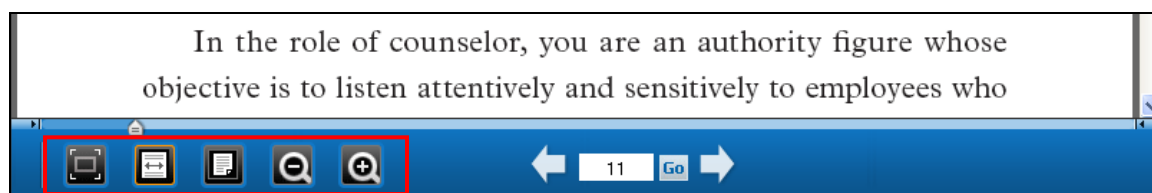
Click to download the [Schubertjit](#) plug-in.



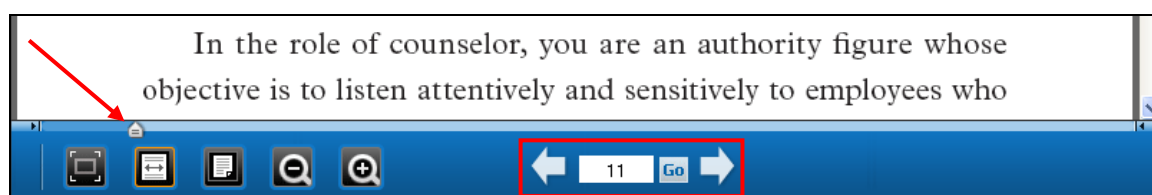
Included in the Tools column on the right, are tools that allow you to search within the text of the eBook and save a note on the eBook in your My EBSCOhost folder.

-  - Click the magnifying glass icon to search for terms within the eBook.
-  - Click the note icon to create a note about the eBook or a page of the eBook and save it to your personal folder.
-  - Click the dictionary icon to search for definitions of words in the eBook you are reading.

Using the eBook Viewer Toolbar



- **Fit Page to Viewport:** Click the icon to fit the entire page into the viewport.
- **Fit Page Width:** Click the icon to fit the page by width in the viewing area.
- **Fit Page:** Click the icon to view the entire page in the viewing area.
- **Zoom Out:** Click the icon to zoom out on the page.
- **Zoom In:** Click the icon to zoom in on the page.



- **Location Slider:** Drag the location slider right or left to go to a specific page of the eBook. The left and right arrows on either side of the slider bar take you to the beginning or end of the eBook. The page number updates in the Page Navigation box as you drag the location slider.
- **Page Navigation:** Use the page navigation arrows to move up or down one page at a time or enter a page number in the field provided and click **Go**.

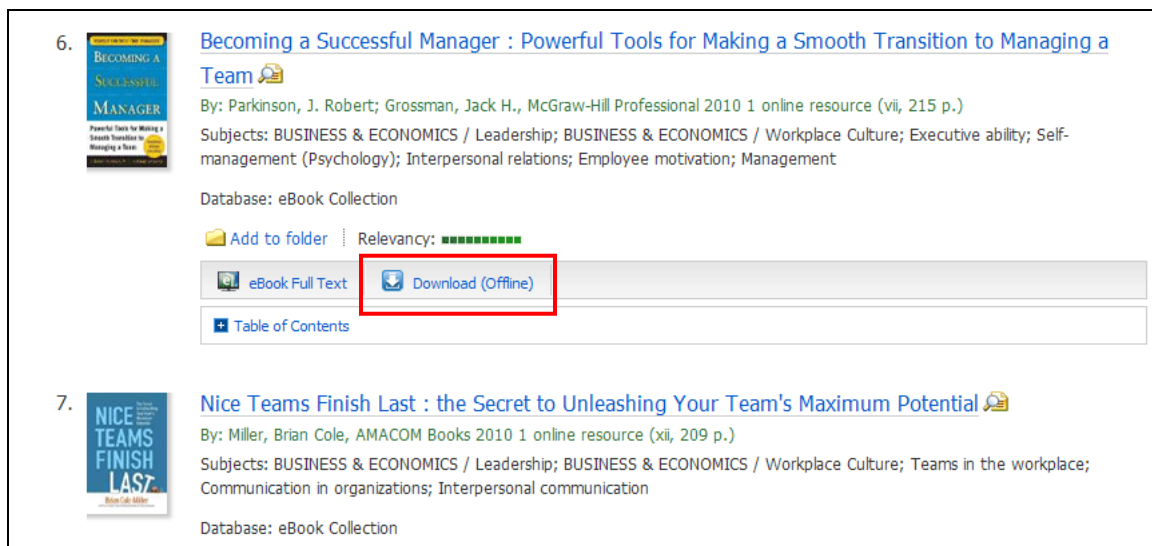
Downloading an eBook

If your library offers eBook download capabilities, you may choose to download an eBook to your computer and read it offline at a later time.

Note: Adobe® Digital Editions 1.7.1 or higher is required for offline viewing. This free software can be downloaded from <http://www.adobe.com/products/digitaleditions>.

To download an eBook:

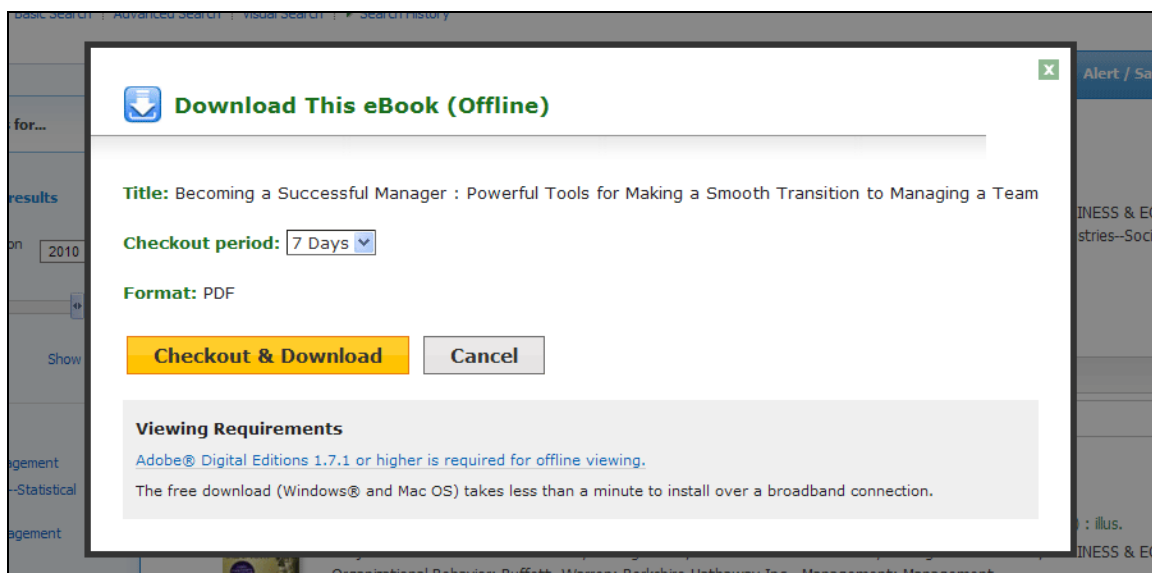
1. Click the **Download (Offline)** link for the eBook you would like to download.



6. **Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team**
By: Parkinson, J. Robert; Grossman, Jack H., McGraw-Hill Professional 2010 1 online resource (vii, 215 p.)
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Executive ability; Self-management (Psychology); Interpersonal relations; Employee motivation; Management
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eBook Full Text **Download (Offline)**
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7. **NICE TEAMS FINISH LAST : the Secret to Unleashing Your Team's Maximum Potential**
By: Miller, Brian Cole, AMACOM Books 2010 1 online resource (xii, 209 p.)
Subjects: BUSINESS & ECONOMICS / Leadership; BUSINESS & ECONOMICS / Workplace Culture; Teams in the workplace; Communication in organizations; Interpersonal communication
Database: eBook Collection

2. Select a **Checkout period** from the drop-down menu and click the **Checkout & Download** button.



Download This eBook (Offline)

Title: Becoming a Successful Manager : Powerful Tools for Making a Smooth Transition to Managing a Team

Checkout period: 7 Days

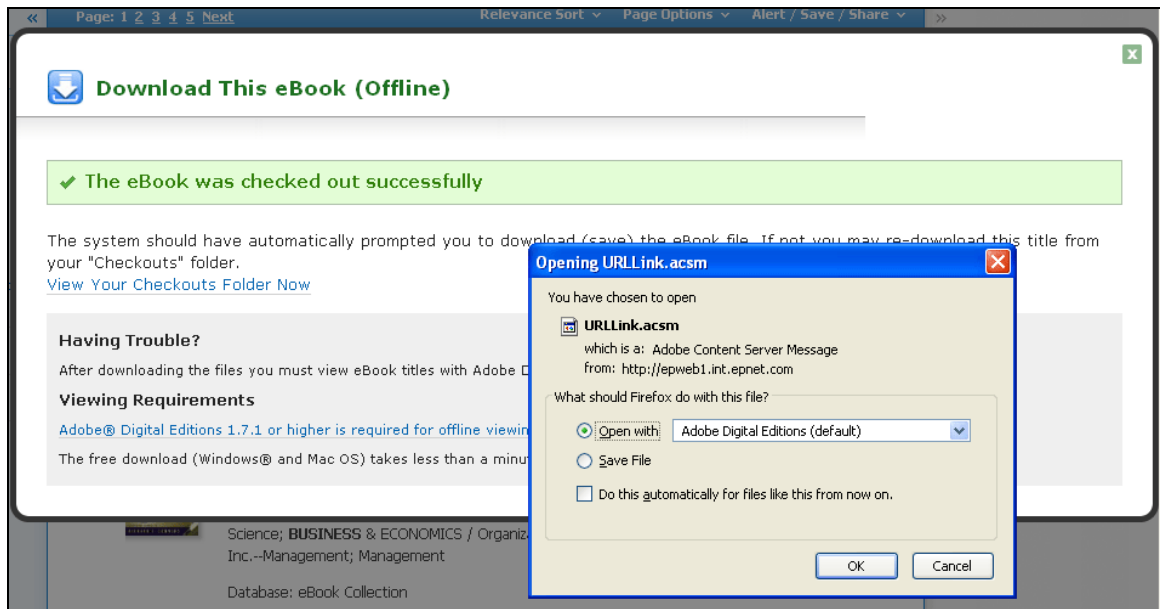
Format: PDF

Checkout & Download **Cancel**

Viewing Requirements
Adobe® Digital Editions 1.7.1 or higher is required for offline viewing.
The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

The eBook is added to the Checkout area of the folder, accessible from the upper-right corner of the EBSCOhost interface. If you are not logged into your My EBSCOhost folder, you are prompted to do so.

3. Select **Open with** or **Save File** from the resulting dialog box.



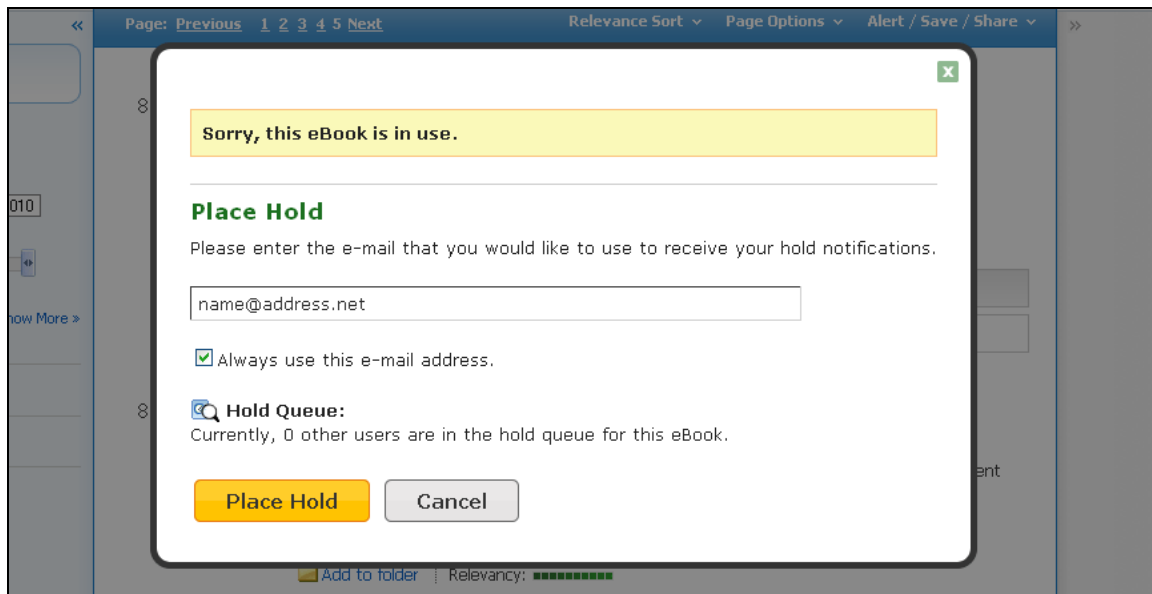
If you select **Open with**, your eBook is opened with Adobe® Digital Editions. If you select **Save file**, the eBook is saved to your computer and can be opened with Adobe® Digital Editions at a later time.

4. When a downloaded eBook is opened, it is displayed in Adobe® Digital Editions.



Placing a Hold on an eBook

If the eBook you have chosen to download is in use by another patron, and if your library offers Holds capabilities, you have the opportunity to place a hold on the eBook to download when it becomes available. Enter your e-mail address in the field provided and click the **Place Hold** button.

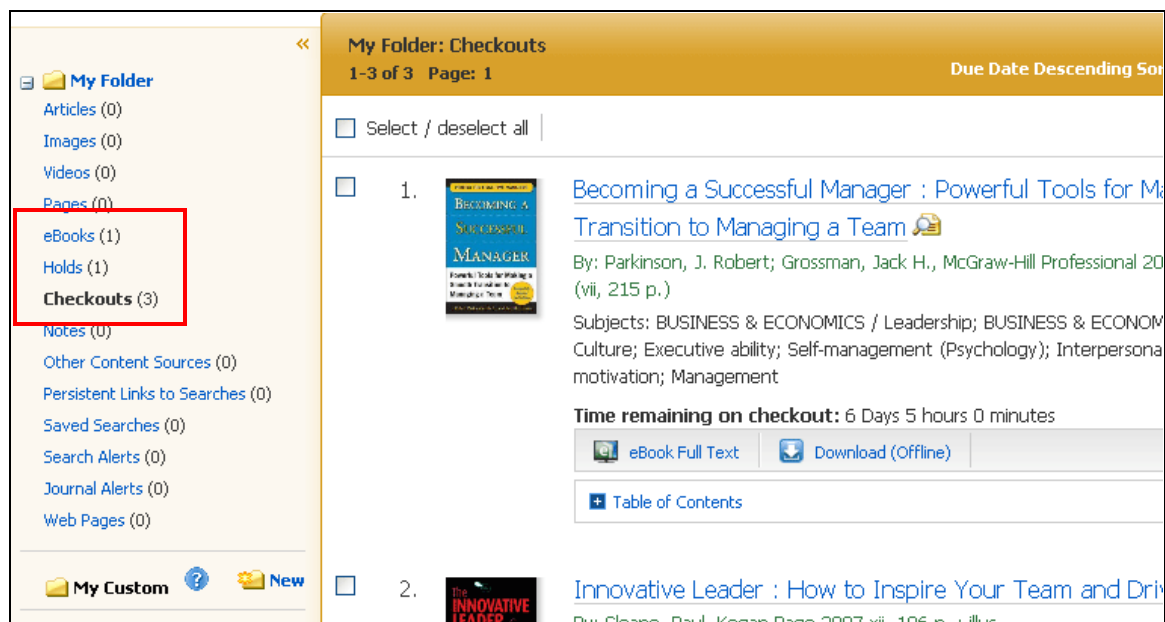


The screenshot shows a web interface with a modal dialog box titled "Place Hold". At the top of the dialog is a yellow banner that reads "Sorry, this eBook is in use." Below this, the title "Place Hold" is displayed in green. The text "Please enter the e-mail that you would like to use to receive your hold notifications." is followed by a text input field containing "name@address.net". A checkbox labeled "Always use this e-mail address." is checked. Below this is a section titled "Hold Queue:" with a magnifying glass icon, stating "Currently, 0 other users are in the hold queue for this eBook." At the bottom of the dialog are two buttons: "Place Hold" (orange) and "Cancel" (gray). The background interface shows a navigation bar with "Page: Previous 1 2 3 4 5 Next", "Relevance Sort", "Page Options", and "Alert / Save / Share". On the left sidebar, there are "Add to folder" and "Relevancy: 00000000" options.

The eBook is placed in the Holds area of your My EBSCOhost Folder. When the eBook is available, you are notified via the e-mail address you provided and the eBook appears in the Checkouts area of your folder.

eBooks and the My EBSCOhost Folder

eBooks may appear in the folder in three areas.



eBooks: When a user adds an eBook to their folder, information about the eBook appears in the eBooks area of the folder, without the eBook being checked out. eBooks may be added to the folder by clicking on the folder icon in the Result List or Detailed Record.

Holds: When a hold is placed on an eBook that is in use by another patron, it is added to the Holds area. Holds must be enabled by your library to place a hold on an eBook.

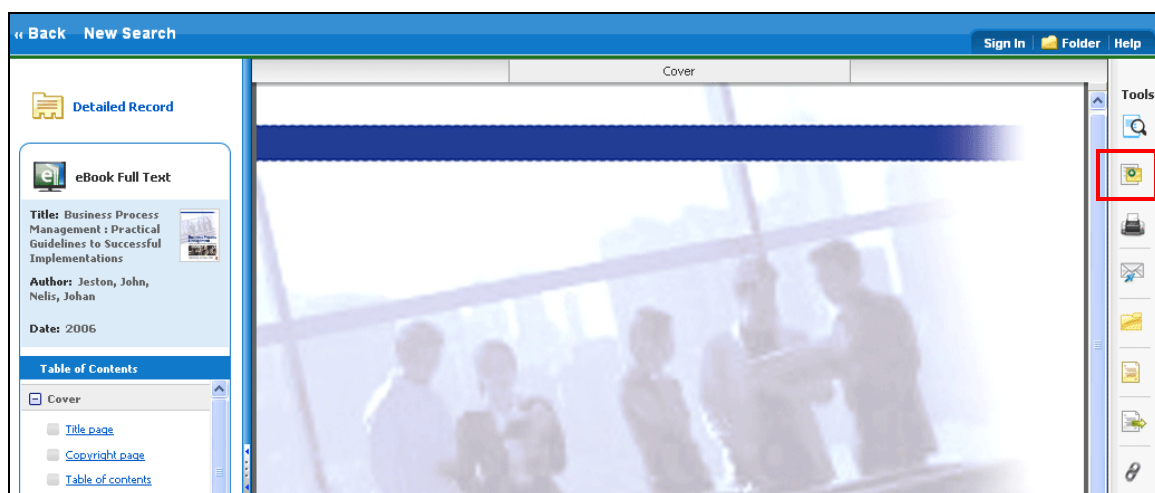
Checkouts: When an eBook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the eBook, it can be accessed and downloaded from here.

Creating Notes on eBooks

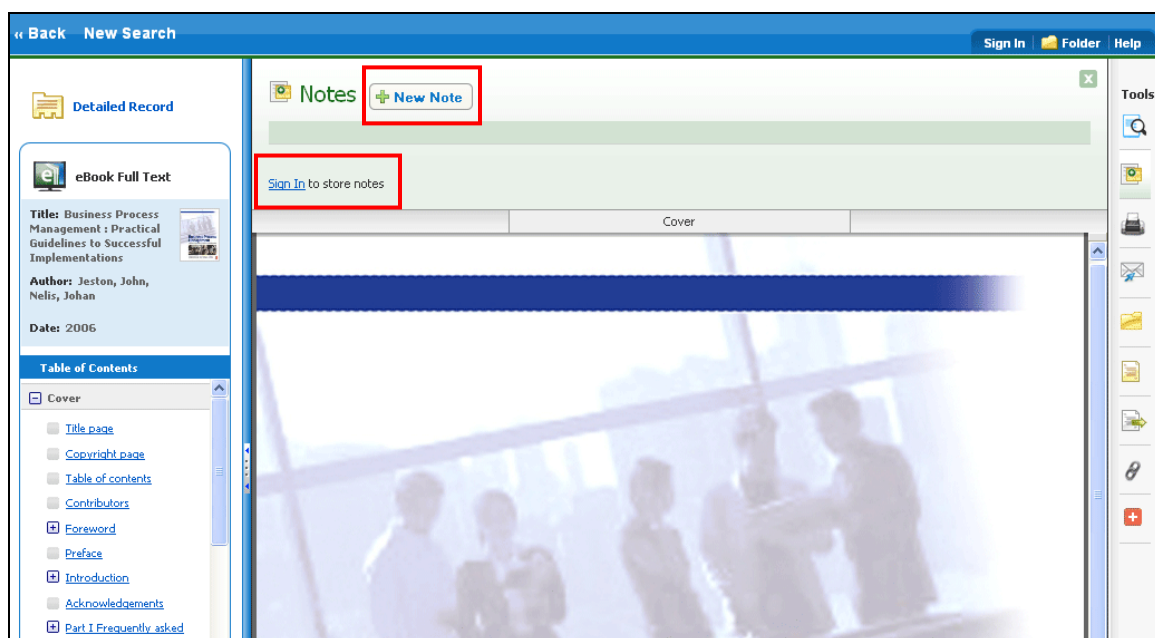
The Notetaking feature assists with your research by allowing you to take notes on eBooks and save them to your My EBSCOhost folder for later viewing.

To use the Notetaking feature in EBSCOhost:

1. From the page of the eBook on which you would like to leave a note, click on the **Notes** icon in the toolbar.



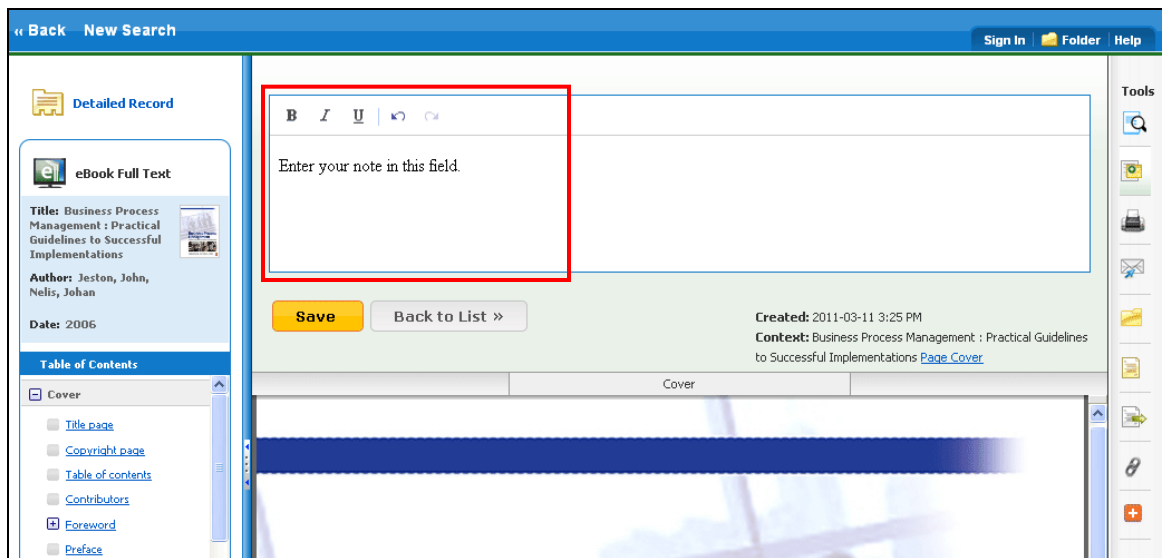
2. Click the **+ New Note** button that appears in the Notes area. If there are existing notes, they appear in a list in the Notes area.



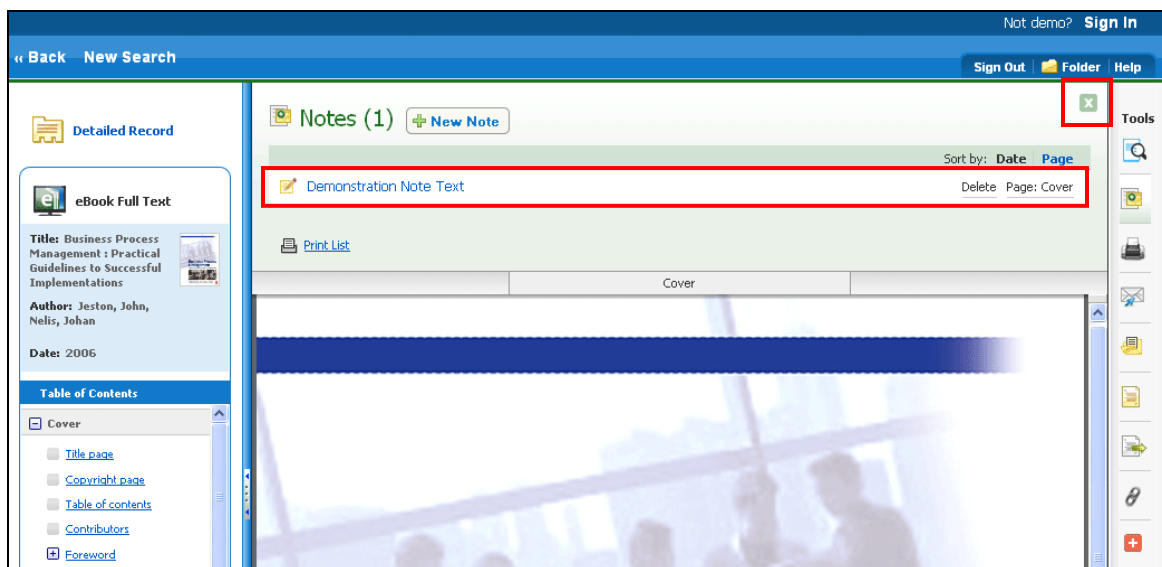
Note: Click the **Sign In** link to save your note to your personal My EBSCOhost folder account.


3. Enter your note text in the field provided and click the **Save** button.

You can adjust how the text appears in your note using the Bold, Italics, and Underline buttons above the text field.



4. Your saved note appears in the Notes list.



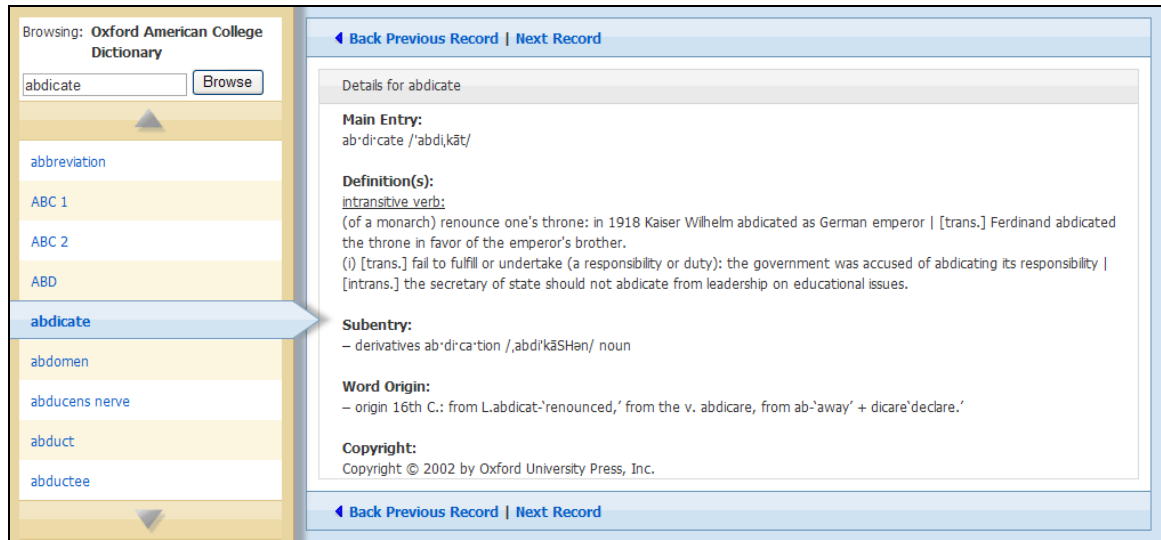
5. Click the Note title to edit the text.
6. Hover your pointer over the note to either **Delete** or view the page number of the note.
7. Click the  in the upper-left corner to close the Notes area.

Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when eBooks on EBSCOhost is being searched.

To browse the Dictionary:

1. Click the **Dictionary** link in the top toolbar.
2. Enter a word, part of a word, or first letter of a word in the **Find** field in the left column and click the **Browse** button. A list of entries is displayed.



3. Use the **up** and **down arrows** to browse through the Dictionary Browse List.
4. To view an entry, click on the **hyperlinked word**.